

Office of Science Princeton Site Office

Field Office Performance Plan FY 2007



I. SC-PSO Mission

http://www.screstruct.doe.gov/implementation/pdfs/Princeton_9-9-2004.pdf

II. SC-PSO Priorities/Goals/Objectives/Measures

The Princeton Site Office will make substantial contributions to SC, DOE and other sponsors which will further enable the Princeton Plasma Physics Laboratory to reach its full potential as a world leader in fusion and plasma physics science research by being:

- An advocate of world class fusion and plasma physics research and development through the PPPL and its educational and information dissemination programs.
- A steward of public funds who ensures project management success of infrastructure, safety and health improvements at PPPL are accomplished in a cost effective and time efficient manner.
- An advocate of a safe and rewarding workplace that practices business excellence, nurtures creativity, is trusted, and delivers results.
- A Departmental leader in environmental protection and restoration, waste management, facilities decommissioning and pollution prevention.
- A successful project director. Our ability to deliver projects, including information technology projects, within cost and schedule directly affects our credibility with SC management and or other customers, stakeholders, and the American public.

A. SC-PSO Long Term Goals and Objectives

The long term SC-PSO performance goal comes from the SC-PSO vision which is to be the model SC Site Office under the OneSC organization. This performance goal is directed at successfully planning and implementing the SC-PSO mission and functions through an effective SC- PSO organization while continuing to contribute to the overall success of the SC mission.

The success of this on going SC-PSO performance goal will be measured by a comparison of the SC-PSO performance against the following objectives and a judgment of “effective implementation” or “Gold Standard” by SC Management:

Overall on going Objectives:

- successfully perform the SC-PSO mission, roles, and responsibilities consistent with the authorities and accountabilities established for Site Offices under the OneSC restructuring,
- successfully respond to the President’s Management Agenda, DOE Management Challenges and the Office of Science initiatives, as applicable to SC-PSO, and
- perform the federal project director duties for the NCSX and ITER Projects.

Internally Focused Performance Objectives (tied to Internal Operations role for SC-PSO):

- establish an internal PSO organization that supports the successful performance of the PSO mission, roles, and responsibilities
- develop Position Descriptions for the entire PSO that reflect the roles, responsibilities, authorities, and accountabilities of the OneSC Site Office
- ensure the flow-down of Site Office roles, responsibilities, authorities, and accountabilities to individual Site Office Teams and further to Site Office staff
- ensure that staff performance plans reflect the required PSO performance goals for each year and provide periodic feedback
- ensure an adequate training and development program so that the PSO staff has the required skills to complete their assignments
- ensure that the PSO staff reward system is consistent with key accomplishments and performance plans needed to ensure PSO success
- establish and maintain effective PSO business systems that are consistent with the roles, responsibilities, authorities, and accountabilities of a OneSC Site Office
- establish effective plans and systems for achieving the PSO mission and functions
- develop an annual Performance Plan that identifies clear objectives that are consistent with the objectives of the President's Management Agenda, DOE Management Challenges, OneSC, and SC Strategic Objectives, as well as achieving these objectives.
- maintain a high level of communication within the Site Office

Externally Focused Performance Objectives (tied to Contract Management, Program and Project Management, and Federal Stewardship PSO missions)

- continue to support the OneSC Project by participating in the Phase II Re-engineering
- develop and implement an arrangement with the Integrated Support Center that can be used to establish significant Support Center assignments (scope, schedules, resources) to meet PSO needs
- work with the SC Program Associate Directors (ADs) (especially OFES) to establish an effective method of operation between the ADs and PSO.
- establish clear performance objectives for PPPL/Princeton through the performance based contract consistent with challenging the contractor's performance to improve
- periodically measure PPPL performance against the established performance objectives at mid-year to ensure that mid-course corrections can be made and at the end-of-year to provide a final rating; provide effective feedback
- ensure an effective public outreach program
- ensure support other DOE Programs and initiatives
- support DOE and SC initiatives such as the "best-in-class" ES&H program
- maintain a high level of communication between PSO and SC HQ and between PSO and the PPPL contractor
- ensure PPPL programs and projects are conducted using sound management practices

Each year, these objectives will be examined to determine if they represent a complete set, as well as remain appropriate to attain the SC-PSO on-going goals. In addition each year, to determine progress against these objectives, a self assessment will be performed by the Manager, PSO .

President's Management Agenda, DOE Challenges, and SC Initiatives

PSO has identified an internally focused performance objective to develop an annual Field Office Performance Plan (FOPP) that identifies clear SC-PSO objectives that are consistent with the objectives of the President's Management Agenda, DOE Management Challenges, and SC Strategic Objectives.

B. FY 2007 Performance Measures

OBJECTIVE	MEASURE	TARGET	WHO
1.1 Full implementation of Department of Energy Order 226.1, "Implementation of the Department of Energy Oversight Policy", at the SC-PSO	Written guidance in the form of the SC-PSO Field Office Performance Plan (FOPP)	9/15/2006	Faul Pitonak Kimble Dietrich
	A self-assessment in the form of a Field Office Assessment Report (FOAR) will look at and evaluate SC-PSO implementation of the FOPP.	9/30/2007	Faul Pitonak Kimble Dietrich
1.2 SC-PSO will support the SC effort in FY07 to compete the contract for the M&O of the PPPL	Information and Documents needed by the selecting official and the chair of the SPEB will be provided in a timely manner	As required	Faul Pitonak Kimble Dietrich
	Personnel and office assets will be provided to the chair of the SPEB upon request	As required	Faul Pitonak Kimble Dietrich
1.3 Develop the FY09 Budget	Performance related to the FY09 Budget Call	Submission requirements of the budget are completed on time	Kimble Bozarth
1.4 Establish clear FY-07 performance objectives for the PPPL contract in the new PEMP	Develop PPPL contract Appendix B performance metrics for FY-07. Add Appendix to the contract by modification.	NLT 10/01/06	Faul Pitonak Dietrich Kimble Lawson
1.5 Using the FY06 PEMP, prepare the FY06 annual report of contractor performance		NLT 9/30/07	Faul Kimble Lawson
1.6 Implementation of 10CFR851, "Worker Safety and Health Program", at PPPL	Provide direction and monitor implementation	DOE Approval of the Worker Safety and Health written program by May 2007	Faul Dietrich
OBJECTIVE	MEASURE	TARGET	WHO
1.7 Sustain and	Conduct daily operational		All SC-

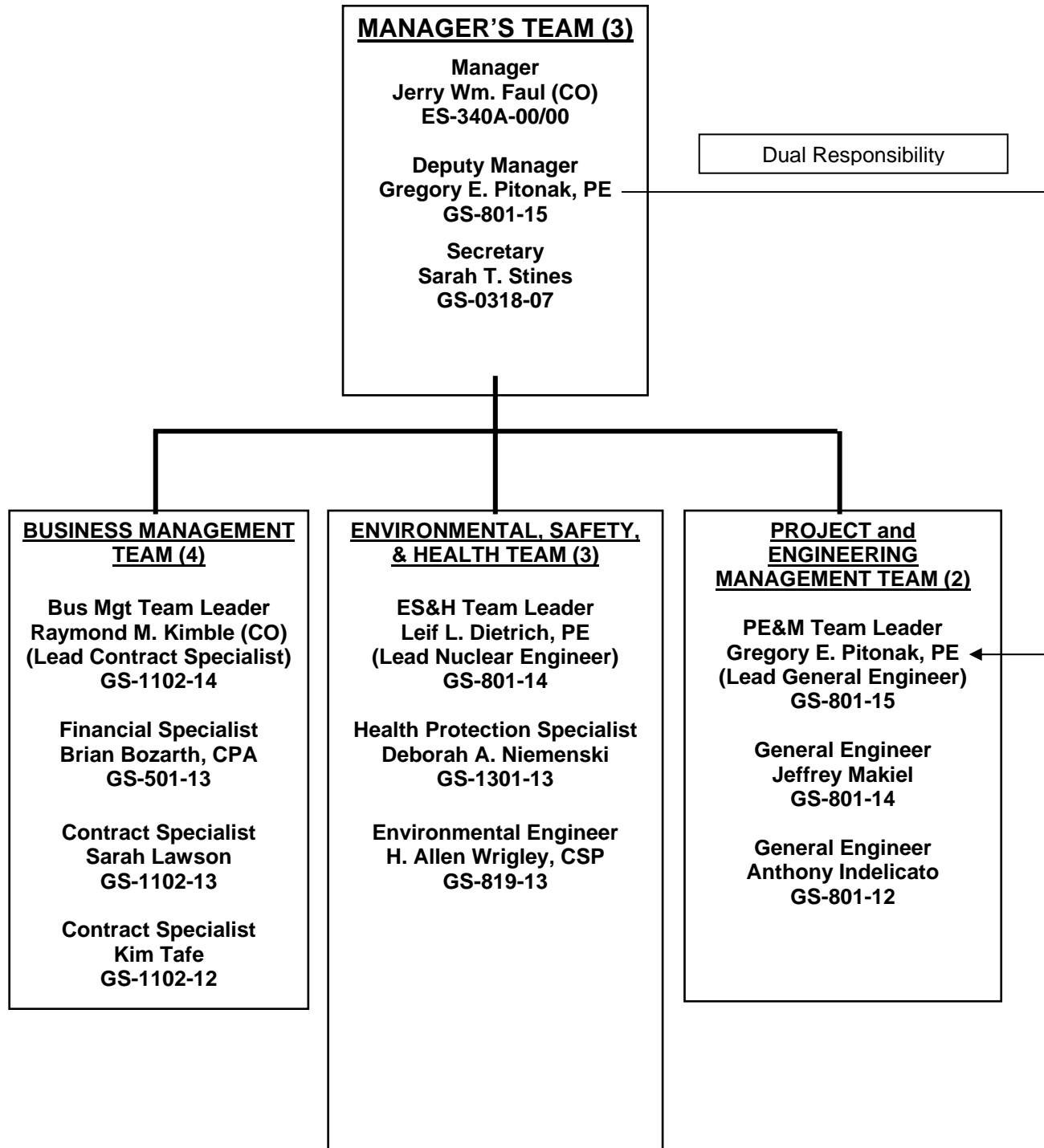
Improve Integrated Safety Management (ISM) at PPPL	awareness activities		PSO staff
	Ensure implementation of corrective actions from events, near misses, appraisals and assessments	As required	Faul Dietrich
1.8 Verify the implementation of the corrective actions from the formal re-verification of the PPPL Integrated Safety Management System (ISMS) that was performed by the CH ISC and SC-PSO in June 2006	Monitor the PPPL Implementation performance	As required	Faul Dietrich
	Document the implementation status in the FY07 ISMS implementation verification	6/30/06	Faul Dietrich
1.9 Ensure that PPPL Projects are successfully achieved per DOE Order 413.3a	Take management actions that ensure PPPL projects successfully achieve their baselines	9/30/07	Faul Pitonak Makiel Indelicato
1.10 Support the U.S. contributions to ITER project	Attend U.S. ITER meetings and support project preparations for CD1/CD2	CD1 FY07 CD2 FY08	Pitonak
1.11 Maintain an effective working relationship and communications with SC HQ	Participate in monthly SC senior staff conference calls and provide regular briefings and status reports on important issues	Participate in meetings and provide email reports as needed	Faul Pitonak
1.12 Support the SC Initiatives including OneSC Re-engineering	As needed	9/30/2007	All SC-PSO staff

VI. Site Office Organization Description

SC-PSO is committed to process re-engineering and continuous improvement in order to achieve cost effectiveness and efficiency in every aspect of our work. SC-PSO has established three sub-groups in the three key functional areas (i.e., Business Management; Environment, Safety and Health; and Infrastructure and Project Management) to carry out the DOE mission at PPPL. The staff of SC-PSO includes one manager, three Team leaders and Team members consisting of subject matter experts. Additional subject matter expert support is provided by the SC Integrated Support Center (ISC), on an as needed basis.

The SC-PSO has organized into three essential areas of responsibility necessary to carry out the Office of Science responsibilities at PPPL:

Princeton Site Office Organization



III. Resource Requirements

Resources	Actual FY 2006	Projected FY 2007	Comments
Federal FTE's	12	12	
Support Service FTE's	0	0	
Salaries, Benefits, Awards	\$1,544K	\$1,616K	
Travel	\$30K	\$45K	
Training	\$20K	\$16K	
Support Services	\$0K	\$0K	
Other Contractual Services	\$49K	\$75K	
Total Funding Required	\$1,643K	\$1,752K	

IV. Human Capital**Staffing**

Site Office Functions	Actual FY 2006 FTEs	Projected FY 2007-8 FTEs	Projected FY 2010-12 FTEs
1. Management Team (should include Manager, Deputy and all SO administrative staff)	3	3	3
2. Business and Contracts	4	4	4
3. Programs and Projects	3 (note 1)	3 (note 1)	3 (note 1)
4. ES&H	3	4 (note 2)	4 (note 2)

The authorized staff FTE count at SC-PSO is 12.

This staffing level is adequate for the missions and functions of this office in FY07. We anticipate an increase of 3.5% in salary and benefit costs.

Note 1: Gregory Pitonak is assigned as the Deputy Manager of PSO with the dual responsibility of being the Team Leader for the Project Management and Engineering Team.

Note 2: As FY 2007 progresses we will closely monitor the workload of the ES&H team as we integrate DOE Order 226.1 into the Laboratory operations and determine if additional manning is required. Our biggest need right now is for a certified Industrial Safety (OSHA) individual in the ES&H group. Any personnel actions required will be

submitted separately.

Travel

PSO travel in FY 2007 will be needed for the following activities:

- Periodic Trips to Washington to attend the safety and leadership conferences
- Travel to support the office and individual training requirements
- Trips to support the OneSC implementation
- Trips to support the ITER project

Training

Resources are needed to meet the requirement for Project Management Career Development Program (PMCDP) Certification for two PSO staff members; continuing education for two contracting officers; continuing training for budgeting and financial management, and certification for the PSO contract specialist in government property management. Training is also needed to maintain the skills of the SC-PSO ES&H personnel in several specialty areas.

Support Services

This includes the computer and other communication services provided by and/or billed through the Chicago Office that support SC-PSO.

Other Contractual Services

These activities and services include:

- Use of Government credit card for routine office supplies and services.
- Costs of telephone services for PSO and IG staff.
- Upgrades to computer software and hardware.
- Costs of maintenance contracts on office machinery.
- Costs for repairs and upgrades to office fixtures and furnishings

Attachment #1

ABBREVIATIONS, ACRONYMS, AND SYMBOLS

AD	Associate Directors within the Office of Science
CDR	Conceptual Design Review
CH	Chicago Office
CO	Contracting Officer
COTR	Contracting Officer Technical Representative
DOE	U.S. Department of Energy
ES&H	Environment, Safety, and Health
FTE	Full Time Equivalents
FY	Fiscal Year
HQ	Headquarters
ISM	Integrated Safety Management
ITER	International Thermonuclear Experimental Reactor
M&O	Management and Operating
NCSX	National Compact Stellarator Experiment
NSTX	National Spherical Torus Experiment
OFES	Office of Fusion Energy Sciences
OneSC	One Science Project
PPPL	Princeton Plasma Physics Laboratory
PSO	Princeton Site Office
R2A2s	Roles, Responsibilities, Authorities and Accountabilities
SC	Office of Science
SO	Site Office